TRAINING EXERCISE
ENVELOPE PRINTING (SETUP & PRINTING — MP C3003/MP C3503/MP C4503/MP C5503/MP C6003)

STEP 1:
For the purpose of this demonstration, we will be using 4¼ x 9½ envelopes loaded in Paper Tray 2.

STEP 2:
Press the User Tools/Counter key.

STEP 3:
Select Tray Paper Settings.
**STEP 4:**
Select Tray Paper Size: Tray 2.

**STEP 5:**
Select the envelope size, and then press OK.

For the purpose of this demonstration, select the 4½ x 9½ landscape envelopes button and Select OK.

Note: Envelopes are only supported from the standard bypass tray and Tray 2 or the optional paper feed units. Envelopes are not supported through the large capacity trays.

**STEP 6:**
Select Exit two times to exit User tools.
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**STEP 7:**
You can print envelopes from many different PC applications. For the purpose of this demonstration, we will be printing from Microsoft Word.

In Microsoft Word, Select Envelopes under Mailings.

Note: The exact location of this feature may vary depending on the version of Microsoft Word and the operation system used.

**STEP 8:**
Fill in the delivery and return addresses, and Select Options.

**STEP 9:**
Verify the settings for Feed method and Face up, and Select OK.

Note: The Feed From setting can either be left as Auto Tray Select, or you can specify Tray 2.
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STEP 10:
Select Print.

STEP 11:
JOB TASK COMPLETE.